# **Benton Advertising & Promotion Commission** Agenda

# August 21, 2024 3:30 pm at the Benton Municipal Complex in Council Chambers

I.	Call to Order					
П.	Frank Baptist Steve Brown Alison Burch Bill Eldridge Elgin Hamner IV		Absent			
III.	Minutes from July Meeting					
IV.	Financial Reports  A. Profit and Loss Reports – Jordan Wo B. Bank Balances and Collections Repo	_				
V.	Administrative Delinquency Report – Mandy Spicer					
VI.	Funding Request from Kerry Murphy Promotion Show – 1 <sup>st</sup> Reading	s for M	urphy's Saline County Gun & Knif			
VII.	Report from Benton Event Center - N	Nikki C	humley			
VIII.	Report on the Development of Exit 114 Property – Bill Eldridge					
IX.	Old Business  A. A&P Marketing Committee – Alison B. Downtown Lighting – Bill Eldridge	n Burch	ı			
Х.	New Business Next Meeting Date – September 11					
XI.	Other Business					
XII.	Adjournment					

# BENTON ADVERTISING & PROMOTION COMMISSION Minutes July 17, 2024

#### I. CALL TO ORDER

Chairman Bill Eldridge called the meeting of the Benton Advertising & Promotion Commission to order on July 17, 2024 at 3:32 pm at the Benton Municipal Complex in Council Chambers.

#### II. ROLL CALL

Commissioners in attendance included: Bill Eldridge, Steve Brown, Alison Burch, Greg Shinn, Frank Baptist and Luke Moody. Elgin Hamner IV was absent.

#### III. MINUTES

Luke Moody made a motion to approve the minutes of the June 12 meeting. Steve Brown seconded. Motion carried.

#### IV. FINANCIAL REPORTS

#### A. Profit & Loss Reports

Financial reports were presented by Jordan Woolbright. The A&P Commission bank accounts show the following balances as of June 30, 2024:

Bank OZK – Focus Group Project	\$527,281.12
Bank OZK – A&P	\$131,303.60
Bank OZK – Event Center	\$390,070.79
Bank OZK – Savings	\$386,909.60
Total Checking/Savings	\$1,435,565.11

There is a liability of \$327.00 owed to the Arkansas Department of Finance for sales tax and to the City of Benton for sales tax.

A&P profit and loss statement: for the month of June 2024 total income of \$16,973.39 and total expenses of \$16,369.94 resulting in net income of \$603.45. For the year to date as of June 2024 total income of \$106,936.14, total operating expenses of \$71,473.12 resulting in net income of \$35,463.02.

Event Center profit and loss statement: for the month of June 2024 total income of \$49,729.63, total operating expenses of \$41,053.26 and capital expenditures of \$18,800.00 resulting in a net loss of (\$10,123.63). For the year to date as of June 2024 total income of \$357,108.64, total operating expenses of \$227,590.33 and capital expenditures of \$63,061.17 resulting in net income of \$66,457.14.

Focus Group profit and loss statement: for the month of June 2024 total income of \$18,240.68 and total expenses of \$0 resulting in net income of \$18,240.68. For the year

to date as of June 2024 total income of \$114,488.72 and total expenses of \$0 resulting in net income of \$114,488.72.

#### B. Bank Balances and Collections Report

Jordan Woolbright presented the bank account with the following balances as of June 30, 2024:

	Statement	Prev. Month's
	Balance	Balance
A&P Collections General	\$22,686.64	\$4,998.84
Bond Account	Closed	Closed
A&P Large Project Checking	\$1,168,805.27	\$1,078.792.62
A&P Small Project Checking	\$1,017,728.94	\$977,926.55
A&P General Operating Checking	\$132,561.39	\$132,905.07
Benton Focus Group Checking	\$527,281.12	\$509,040.44
Benton Event Center Gen Operating Checking	\$391,098.79	\$404,791.19
Benton Event Center Savings	\$386,909.60	\$385,637.52
_	\$3,647,071.75	

Collections received in the month of June 2024 were \$185,173.88 which is .49% less than collections in June 2023. There were 17 delinquencies for the month. Some could be attributed to the July 4<sup>th</sup> holiday and the deadline being July 10<sup>th</sup>. Bill will get with Mandy after her vacation and review. Below are the amounts collected in June of this year along with June of the previous five years:

June 2024 Collections:	\$185,173.88
June 2023 Collections:	\$186,089.97
June 2022 Collections:	\$168,019.16
June 2021 Collections:	\$152,994.36
June 2020 Collections:	\$123,024.71
June 2019 Collections:	\$135,416.48

#### V. ADMINISTRATIVE

Mandy was on vacation.

Luke Moody made a motion to accept the financial reports as presented. Steve Brown seconded. Motion carried.

#### VI. FUNDING REQUESTS

A. Benton Senior Activity & Wellness Center for Old Fashioned Day-2<sup>nd</sup> reading and vote. Luke Moody made a motion that the commission approve the \$5,000 funding request. Frank Baptist seconded, and the motion carried.

B. Royal Players - 2<sup>nd</sup> reading and vote. Luke Moody made a motion that the commission approve the \$9,470 funding request. This is less than their request from last year. Alison Burch seconded. Motion carried.

#### VII. REPORT FROM BENTON EVENT CENTER

Director Nikki Chumley reported about 17 events that have taken place in the venue since the last A&P meeting, including AR School Bus Mechanics Anniversary Dinner, Saline County Comic Con, AR State Police Foundation Luncheon, AR Demolay and Rainbow Girl Conference and CTE Summer Conference. Total estimated attendance since the date of opening (October 1, 2013) is 927,065.

#### VII. REPORT ON THE DEVELOPMENT OF EXIT 114 PROPERTY

Greg Shinn reported that the A&P Commission received word that the Arkansas Department of Transportation is requiring road modifications to the Buc-ee's project bringing Buc-ee's cost to \$5,500,000 for road improvements. In studying Buc-ee's private road to the side of the project, we see a great opportunity to gain better access to the proposed RV park. To help build out Buc-ee's private road and obtain permanent access to the road, we want to propose a reduction of the purchase price of the land. The A&P Commission purchased the 29 acres for \$439,599.25. Greg provided that this amount will give the A&P Commission the funds to build the first phase of the RV park and obtain access to a private road for access to the RV park. Steve Brown commented that this would keep the project moving forward and noted that the commission would still make money on the sale of the property.

Benton City Attorney Baxter Drennon noted that the commission is shifting costs for something it would have to pay for on the back end of the project and give right of way to the RV park.

Greg Shinn made a motion to reduce the purchase price of the land to \$800,000 in exchange for the road being built and for A&P to be able to tie into it and use it for access to the proposed RV park. Luke Moody seconded the motion and the motion carried.

#### IX. OLD BUSINESS

Steve Brown gave an update on the A&P Marketing Committee. An RFP for the building and hosting of a A&P website has been issued. Those bids are due by July 26<sup>th</sup>. The marketing committee will meet the following week to review the bids.

#### X. NEW BUSINESS

Bill Eldridge stated that next meeting will be August 21 which is one week later than normal.

# XI. OTHER BUSINESS None

XII. ADJOURNMENT

Luke Moody made a motion to adjourn the meeting. Alison Burch seconded. Motion carried. The meeting was adjourned at 4:00 pm.

Bill Eldridge, Chairman

Nikki Chumley, Interim Recording Secretary

### Statement of Assets, Liabilites & Equity-Modified Cash Basis

# Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted

As of July 31, 2024

As of July 31, 2024	Jul 31, 24
ASSETS	
Current Assets	
Checking/Savings	
Bank OZK - Focus Group Project	550,492.87
Bank OZK - A&P	140,716.16
Bank OZK - Event Center	395,420.89
Bank OZK - Savings	388,413.78
Total Checking/Savings	1,475,043.70
Total Current Assets	1,475,043.70
TOTAL ASSETS	1,475,043.70
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Sales Tax Payable	751.86
Total Other Current Liabilities	751.86
Total Current Liabilities	751.86
Total Liabilities	751.86
Equity	
Retained Earnings	1,218,829.23
Net Income	255,462.61
Total Equity	1,474,291.84
TOTAL LIABILITIES & EQUITY	1,475,043.70

### Profit & Loss Budget vs. Actual - A&P - Modified Cash Basis

# Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted July 2024

	And the second s			
	Jul 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest	490.85	250.00	240.85	196.34%
Sales Tax Revenue	21,159.36	16,638.92	4,520.44	127.17%
Total Income	21,650.21	16,888.92	4,761.29	128.19%
Gross Profit	21,650.21	16,888.92	4,761.29	128.19%
Expense				
Accounting Services	500.00	550.00	(50.00)	90.91%
Advertising Expense	258.60	420.00	(161.40)	61.57%
Comp. for Commissioners	450.00	750.00	(300.00)	60.0%
Funding	1,523.53	4,166.67	(2,643.14)	36.57%
Legal Counsel	1,200.00	1,200.00	0.00	100.0%
Postage	0.00	40.00	(40.00)	0.0%
Repairs & Maintenance	1,647.19	0.00	1,647.19	100.0%
Service Agreement	6,658.33	6,658.33	0.00	100.0%
Total Expense	12,237.65	13,785.00	(1,547.35)	88.78%
Net Ordinary Income	9,412.56	3,103.92	6,308.64	303.25%
let Income	9,412.56	3,103.92	6,308.64	303.25%

## Profit & Loss Budget vs. Actual - A&P - Modified Cash Basis

# Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted January through July 2024

	Jan - Jul 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest	2,798.00	1,750.00	1,048.00	159.89%
Sales Tax Revenue	125,788.35	119,101.63	6,686.72	105.61%
Total Income	128,586.35	120,851.63	7,734.72	106.4%
Gross Profit	128,586.35	120,851.63	7,734.72	106.4%
Expense				
Accounting Services	3,715.00	3,850.00	(135.00)	96.49%
Advertising Expense	633.40	2,940.00	(2,306.60)	21,54%
Comp. for Commissioners	4,350.00	5,250.00	(900.00)	82.86%
Funding	16,650.59	29,166.69	(12,516.1 <b>0</b> )	57.09%
Legal Counsel	8,400.00	8,400.00	0.00	100.0%
Postage	65.66	120.00	(54:34)	54.72%
Repairs & Maintenance	3,287.81	1,500.00	1,787.81	219.19%
Service Agreement	46,608.31	46,608.31	0.00	100.0%
Total Expense	83,710.77	97,835.00	(14,124.23)	85.56%
Net Ordinary Income	44,875.58	23,016.63	21,858.95	194.97%
et Income	44,875.58	23,016.63	21,858.95	194.97%

# Profit & Loss Budget vs. Actual - Event Center - Modified Cash Basis Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted July 2024

	Jul 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest	2,995.26	2,300.00	695.26	130.23%
Sales-Revenue				
Alcohol Sales-Beer/Wine	1,435.42	1,300.00	135.42	110.42%
Alcohol Sales-Mixed Drinks	438.61	0.00	438.61	100.0%
Sales-Revenue - Other	30,933.46	53,118.00	(22,184.54)	58.24%
Total Sales-Revenue	32,807.49	54,418.00	(21,610.51)	60.29%
Sales Tax Revenue	21,159.36	16,638.92	4,520.44	127.17%
Total Income	56,962.11	73,356.92	(16,394.81)	77.65%
Gross Profit	56,962.11	73,356.92	(16,394.81)	77.65%
Expense				
Bank Service Fees	208.62	540.15	(331.53)	38.62%
<b>Building Alarm System</b>	147.61	147.61	0.00	100.0%
Cable TV	186.35	184.22	2.13	101.16%
Cleaning Service	1,199.29	1,441.00	(241.71)	83.23%
Contract Labor	4,045.00	5,021.50	(976.50)	80.55%
Dues & Memberships	104.95	0.00	104.95	100.0%
Health Insurance	1,213.43	1,213.43	0.00	100.0%
Internet	647.90	333.45	314.45	194.3%
Labor Expenses	13,391.98	13,419.83	(27.85)	99.79%
Laundry Expense	1,237.35	1,784.85	(547.50)	69.33%
Office Expense	184.39	294.46	(110.07)	62.62%
Pest Control Expense	65.63	65.63	0.00	100.0%
Repairs & Maintenance	19,776.13	3,000.00	16,776.13	659.2%
Supplies	1,336.79	3,276.06	(1,939.27)	40.81%
Telephone Expense	107.71	145.91	(38.20)	73.82%
Trash Pickup	413.35	437.87	(24.52)	94.4%
Utilities	6,206.26	6,739.59	(533.33)	92.09%
Website	59.95	99.90	(39.95)	60.01%
Total Expense	50,532.69	38,145.46	12,387.23	132.47%
Net Ordinary Income	6,429.42	35,211.46	(28,782.04)	18.26%
et Income	6,429.42	35,211.46	(28,782.04)	18.26%

## Profit & Loss Budget vs. Actual - Event Center - Modified Cash Basis

# Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted January through July 2024

	Jan - Jul 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest	19,212.79	16,100.00	3,112.79	119.33%
Sales-Revenue				
Alcohol Sales-Beer/Wine	5,242.44	5,208.76	33.68	100.65%
Alcohol Sales-Mixed Drinks	1,614.77	1,672.73	(57.96)	96.54%
Refunds/Returns	(1,153.00)	0.00	(1,153.00)	100.0%
Sales-Revenue - Other	263,365.40	295,015.00	(31,649.60)	89.27%
Total Sales-Revenue	269,069.61	301,896.49	(32,826.88)	89.13%
Sales Tax Revenue	125,788.35	119,101.63	6,686.72	105.61%
Total Income	414,070.75	437,098.12	(23,027.37)	94.73%
Gross Profit	414,070.75	437,098.12	(23,027.37)	94.73%
Expense	·			
Advertising Expense	0.00	186.50	(186.50)	0.0%
Alcohol Expense	2,644.19	3,340.60	(696.41)	79.15%
Alcohol Permit Expense	3,576.00	3,500.00	76.00	102.17%
Bank Service Fees	3,698.92	5,211.57	(1,512.65)	70.98%
<b>Building Alarm System</b>	2,028.69	1,403.27	625.42	144.57%
Cable TV	1,300.19	1,289.54	10.65	100.83%
Cleaning Service	8,385.53	10,087.00	(1,701.47)	83.13%
Contract Labor	24,312.90	27,253.30	(2,940.40)	89.21%
Dues & Memberships	279.95	325.00	(45.05)	86.14%
Health Insurance	8,312.00	8,312.00	0.00	100.0%
Internet	2,304.80	2,334.15	(29.35)	98.74%
Labor Expenses	100,372.88	100,774.73	(401.85)	99.6%
Laundry Expense	10,982.85	10,883.85	99.00	100.91%
Linen & Supplies	690.71	467.00	223.71	147.9%
Mileage Reimbursement	157.05	219.77	(62.72)	71.46%
Office Expense	2,980.17	3,310.39	(330.22)	90.03%
Pest Control Expense	667.22	732.85	(65.63)	91.05%
Repairs & Maintenance	54,151.10	41,103.95	13,047.15	131.74%
Supplies	9,485.14	12,627.72	(3,142.58)	75.11%
Telephone Expense	818.19	1,156.31	(338.12)	70.76%
Trash Pickup	1,773.25	2,641.02	(867.77)	67.14%
Utilities	38,741.69	40,242.12	(1,500.43)	96.27%
Website	459.60	459.60	0.00	100.0%
Total Expense	278,123.02	277,862.24	260.78	100.09%
Net Ordinary Income	135,947.73	159,235.88	(23,288.15)	85.38%
Other Income/Expense				
Other Expense				
Capital Expenditures	63,061.17	47,638.51	15,422.66	132.37%
Total Other Expense	63,061.17	47,638.51	15,422.66	132.37%
Net Other Income	(63,061.17)	(47,638.51)	(15,422.66)	132.37%
et Income	72,886.56	111,597.37	(38,710.81)	65.31%

## Profit & Loss Budget vs. Actual - Focus Group - Modified Cash Basis

# Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted July 2024

	Jul 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense		***		
Income				
Interest	2,052.39	1,200.00	852.39	171.03%
Sales Tax Revenue	21,159.36	16,638.92	4,520.44	127.17%
Total Income	23,211.75	17,838.92	5,372.83	130.12%
Gross Profit	23,211.75	17,838.92	5,372.83	130.12%
Net Ordinary Income	23,211.75	17,838.92	5,372.83	130.12%
Net Income	23,211.75	17,838.92	5,372.83	130.12%

## Profit & Loss Budget vs. Actual - Focus Group - Modified Cash Basis

# Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted January through July 2024

	Jan - Jul 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Incomé				
Interest	11,912.12	8,400.00	3,512.12	141.81%
Sales Tax Revenue	125,788.35	119,101.63	6,686.72	105.61%
Total Income	137,700.47	127,501.63	10,198.84	108.0%
Gross Profit	137,700.47	127,501.63	10,198.84	108.0%
Net Ordinary Income	137,700.47	127,501.63	10,198.84	108.0%
Net Income	137,700.47	127,501.63	10,198.84	108.0%

# Benton Advertising & Promotion Commission Bank Account Balances July 31, 2024

Account Name		Acct #	Statement Balance	Previous Month's Balance
Cash Accounts:				
A&P Collections General	-	***1584	5,306.36	22,686.64
Bond Account		***1592	CLOSED	CLOSED
				0.00
A&P Large Project Checking	50%	***0318	1,269,226.14	1,168,805.27
A&P Small Project Checking	20%	***0348	1,064,009.23	1,017,728.94
A&P General Op Checking	10%	***3297	142,363.35	132,561.39
Benton Focus Group Checking	10%	***2274	550,492.87	527,281.12
				0.00
Benton Event Center General Op Checking	10%	***2640	396,413.89	391,098.79
Benton Event Center Savings		***9832	388,413.78	386,909.60

**TOTAL OPERATING CASH & INVESTMENTS** 

3,816,225.62

BENTON ADVERTISING & PROMOTION COLLECTIONS - FY2024 - NFT

COLLECTIONS - FY2024 - NET		tecd in Jan	Recd in Jan Recd in Feb Recd in Mar		Recd in April Recd in May Recd in June Recd in July Recd in Aug	ecd in May R	ecd in June	ecd in July R	ecd in Aug Re	Recd in Sept Recd in Oct		Recd in Nov Re	Recd in Dec	
		DEC	JAN		MARCH	APRIL	MAY	JUNE	JULY	AUGUST	- 1	- 1	NOV	TOTAL
RESTAURANTS:	05													
TOTAL RESTAURANTS		155,744.58	132,120.63	141,358.07	171,655.72	158,393.68	158,326.35	162,311.60	0.00	0.00	0.00	00:00	00.00	1,141,230.40
FOOD TRUCKS:	# of Businesses	87	83	85	98	84	78	83						
TOTAL FOOD TRUCKS		992.80	378.26	438.84	1,007.65	365.00	963.92	818.74	0.00	00:00	0.00	0.00	0.00	5,212.53
	# of Businesses	70	13	16	16	19	24	23						
MOTEL & HOTEL:														
TOTAL MOTEL & HOTEL		4,889.11	4,466.31	5,016.73	5,844.87	6,141.01	6,587.56	6,272.46	0.00	0.00	0.00	00:00	0.00	40,029.51
	# of Businesses	11	11	11	11	11	11	11						
CONVENIENCE STORE:														
TOTAL C-STORE		3,450.15	3,223.99	2,264.79	3,213.69	2,695.65	2,308.34	2,880.06	0.00	00:00	00:00	00.00	0.00	20,645.66
OTHER:	# of Businesses	23	21	19	21	21	20	20						
TOTAL OTHER		13,319.78	9,654.77	11,410.70	13,985.26	11,803.45	13,364.59	14,409.31	00.00	0.00	0.00	0.00	0.00	97.960.79
	# of Businesses	18	14	16	18	16	16	19						
GROCERY:														
TOTAL GROCERY		4,216.97	3,025.75	3,556.72	3,715.28	3,296.43	3,636.12	3,776.73	00.00	0.00	0.00	00.00	0.00	24,500.58
	# of Businesses	ın	ī	ι	5	w	r.	ιŋ						
	GRAND TOTALS 182,613.39	- 1	152,869.71	164,045.85	199,422.47	182,695.22	185,186.88	190,468.90	0.00	0.00	0.00	0.00	0.00	1,329,579.47
2023 Collections 2022 Collections 2021 Collections 2020 Collections		155,553.56 154,095.92 136,911.96	167,462.05 129,638.16 109,322.08	153,767.56 127,930.49 114,271.51	174,446.63 158,659.20 150,715.18	167,841.35 156,810.34 147,830.27 97,678.07	186,089.97 168,019.16 152,994.36	164,103.87 154,468.26 148,740.03	187,330.46 170,989.88 160,523.11	173,416.93 155,200.96 143,658.46	161,766.76 158,573.06 131,394.46 119 983 38	178,235.97 154,044.55 141,463.51	163,482.66 148,725.26 135,536.13	1,837,155.24 1,673,361.06 1 419 EA7 31
2019 Collections % increase from 2023 to 2024		117,759.17	107,528.57	110,355.97	129,020.47	120,664.42	135,416.48	123,451.44	131,093.40	119,508.52	112,256.92	119,762.25	116,259.46	1,443,077.07

# **Benton Event Center-Event Report**

July 17, 2024 to August 21, 2024

October 1, 2013 to July 16,2024

927,065

	Date(s)	# of Attendees
USDA CEAP Training	7/17-7/18/2024	200
Marks Conference	7/18-7/20/2024	675
First Security Trip Meeting	7/22/2024	75
RetirePath Workshop	7/23/2024	20
Chamber Bingo	7/24-7/25/2024	980
AGFC Wildlife Banquet	7/27/2024	600
Duck Duck Goose Children Sale	7/28-8/5/2024	11,700
AFMC ACEs Summit	8/7-8/8/0024	450
CHI/STVI Nursing Summit	8/9/2024	150
SportsCard & Memorbilla Show	8/10/2024	500
Smart 50th Wedding Anniversary	8/10/2024	70
Owens 50th Wedding Anniversary	8/10/2024	40
Rhea Lana's Childrens Sale	8/11-8/25/2024	TBD

# of Events: 13

TOTAL:

15,460

TOTAL:

942,525

# **Lights by Sparky**

1301 River St Benton, AR 72015 501-317-5736 lightsbysparky.com

August 7, 2024

Some notes about service that has been completed and things that need to be done if possible...

1. Base & cover for the new chiropractic clinic on East St. caddy corner to city hall. If you recall they took down the lights during the remodel sometime last year and didn't want to pay to put them back up. The lights are still up there but both the base and lid need to be replaced. The cost to replace both and get the lights back working is \$3650 plus tax so \$3992.19.

Middlebrooks gave me an estimate of \$1543.16 to add the necessary power on top of the building.

2. Base and rehang the ligths for Merchants and Farmers. I initially thought I was going to have to replace the base for the entire property. They didn't take off as much as I thought. The cost of this is now \$7800 plus tax \$8531.25.

We have replaced all the T's in downtown for FREE. The manufacturer noticed a defect in the make up and decided to replace all the T's. The wanted to do them as they went bad. I told them to send me enough to do the entire downtown and I would replace them for free. That is what the decided to do.

I have replaced several gfci covers at no cost. They didn't have the big bubble covers on them and the outlets were tripping when it rained. These were done at no charge.

John Wilson